

CONFIDENTIAL
Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management
 FROM : Chief, Administrative Services
 SUBJECT: Request for Changes in T/O

DATE: 4 January 1951

1. Reference my memorandum dated 15 December 1950 and
 Administrative Services Division T/O approved 21 December 1950.
 Confirming several conversations with [redacted] of your office,
 this is to request the following revisions in the T/O for this
 Division:

25X1

OFFICE OF THE CHIEF

Add: One Clerk Stenographer GS-4 ✓ + 1

The request for an additional slot here is
 actually to reflect in the T/O what has
 physically been in existence for the
 past several months. An additional employee
 has been found necessary to assist in receipt
 and handling of mail, preparation of
 correspondence and reports, typing, filing
 and numerous clerical duties. The person
 presently detailed is a typist, however,
 it is felt that an individual capable of
 taking shorthand would be more valuable
 and would eliminate the necessity of having
 various letters, reports, procedures and
 other documents prepared in longhand rather
 than dictating them.

TRANSPORTATION BRANCH

Delete the Covert Travel and Overt Travel Sections,
 and substitute in lieu thereof, the "Travel Section",
 to include the following positions:

[redacted]	Transportation Officer (Covert)	✓ GS-9
	Transportation Assistant (Covert)	✓ GS-7
	Transportation Clerk (Covert)	✓ GS-6
	Transportation Clerk (Overt)	✓ GS-5
	Transportation Clerk (Covert)	✓ GS-5
	Clerk Stenographer	✓ GS-4
	Clerk	✓ GS-4
	Clerk (Typing)	✓ GS-4

Since my previous memorandum, we have found
 that the [redacted] additional GS-4 clerk indicated
 above will be required for the purpose of

+ 1

25X1

JAN 5 1951

CONFIDENTIAL

~~CONFIDENTIAL~~

visas, passports, etc., in addition to general clerical duties in the Travel Section. Previously, an individual assigned to the Employees Division, SSS, assisted the Transportation people in accomplishing these duties.

MOTOR POOL SECTION

25X1

Add: Chauffeurs CPC-4
 Delete: Chauffeurs CPC-3

*W/2 T/2
minimum*

These additional CPC-4 Chauffeurs are requested due to the recent new assignments of chauffeurs to the additional Assistant Directors and the one additional shuttle run to

25X1

25X1

Add: Truck Drivers (Trailer Type) UG-11

These are requested due to the increased demands for trucking services and number of trips required for hauling of cargo to the Ports.

+ 6

25X1

Heavy Truck Drivers UG-9

(To be detailed to the Reproduction Branch for making pickups and deliveries of reproduction jobs between the plant to be located at and the offices in this area.)

25X1

BUILDING MAINTENANCE AND UTILITIES BRANCHTELEPHONE SECTION

25X1

Add: Telephone Operators GS-3

+ 2

Required to eliminate present difficulties in providing prompt and efficient telephone switchboard service caused by the greatly increased amount of telephone traffic due to agency expansion and the present emergency situation.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

GENERAL SERVICES BRANCH

GRAPHICS SECTION

We are awaiting a report of the results of the survey made by the Management Analysis Division regarding this section. However, it is noted that, in addition to the GS-12 position included in our proposed T/O submitted 17 November 1950, one of the GS-7 Illustrator positions which formerly existed in the ORE Graphics Section T/O and against which an appointment action is now pending, has also been omitted in the T/O approved 21 December 1950.

RECORDS MANAGEMENT AND DISTRIBUTION SECTION

Delete the Vital Documents Unit in its entirety and add the following position to the Office of the Chief, Records Management and Distribution Section:

25X1
Add: *Intelligence Officer*
~~Contact Specialist (Vit. Doc.)~~ GS-12

MAIL AND COURIER UNIT

25X1
Add: Couriers (To be detailed to the Reproduction Branch for making pickups and deliveries of reproduction jobs between the plant to be located at and the offices in this area.) GS-5

+ 25X1

25X1
 Courier (Required for pickup and delivery service from and to the various buildings occupied by the Training Division, including pickup and return of training films on a short loan basis.) GS-4

+ 14

2. A request for an increase in the number of positions in the Reproduction Branch will be made at a later date after the study of changes in publications to be prepared and distributed by CIA is complete.

25X1

for W. L. PEEL

25X1

Concurrent in by Wage Blend.
Classification +
18/51

25X1

25X1

~~CONFIDENTIAL~~

bamper
Jan. 51